

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

INFORMAL APPEALS AGENT

Role Title: Hearing and Legal Services Officer III

Position: #W0265

Pay Band 6, Level I, Hiring Range: \$26.24 – \$35.00 per hour

Hourly Position – No State Benefits

Closing Date: July 7, 2014

Appeals Division seeks a qualified candidate to directly assist with all facets of the appeal hearing process and serve as an Informal Appeals Agent in provider appeals filed under the Virginia Administrative Process Act. Duties include reviewing, screening, and analyzing appeal requests, Freedom of Information Act documentation compliance, subpoena responses and compilation of court records pertaining to appeals. This position is also responsible for attending appeal conferences and drafting case decisions that are correct and clear in the application of state and federal laws, regulations, and policies within statutory, regulatory and Department time frames. Requires comprehensive knowledge of the law and the legal system. Must have considerable background with legal research methods. Requires demonstrated ability to interpret, apply, and analyze laws, regulations, policies, or case law. Must have considerable knowledge of acceptable methods of interviewing, controlling small groups, and conducting hearings. Courtroom or administrative hearing experience preferred. Requires demonstrated ability to communicate effectively orally and in writing and must have extensive experience in legal writing. Must have demonstrated ability to work effectively as part of a team. Prefer advanced experience in health care law, and in health care appeal processes involving issues of compliance or finance. Juris Doctorate and Virginia law license required. **This is an hourly position limited to 1500 hours per year; no state benefits.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA